

CONSTRUCTION SUPERVISOR'S LICENSE

What Projects Require a Construction Supervisor License:

For certain construction projects, you need oversight from a licensed construction supervisor in the state of Massachusetts.

For 1 and 2 Family Homes and/or Appurtenant Structures of Any Size

- A licensed Construction Supervisor or a Registered Design Professional (RDP) must oversee construction. (See 780 CMR, Chapter 1 for homeowner exemption language).

For Most Existing 1 to 4 Family Owner-Occupied Homes

- A licensed Construction Supervisor or a Registered Design Professional (RDP) must oversee construction.
- A contractor must also register with the Home Improvement Contractor (HIC) Program.

For Most Buildings Less Than 35,000 Cubic Feet of Enclosed Space

- A licensed Construction Supervisor or Registered Design Professional (RDP) must oversee construction, including manufactured buildings.

For Buildings Greater Than 35,000 Cubic Feet of Enclosed Space

- A Registered Design Professional (RDP) – engineer or architect – must control the construction of larger buildings.
- A Construction Supervisor License is not required for larger projects since the RDP is considered the licensed person for the project.
- Always check with the municipal building official in the city/town in which the project is located for additional licensing requirements.

Out of State Contractors

- Massachusetts does not recognize out of state contractor licenses.
- 780 CMR (The Massachusetts Building Code) applies to all buildings and structures in the Commonwealth.

What Type of Licenses Are There?

In Massachusetts, there are three types of licenses:

Specialty License: You are limited to what projects you are allowed to undertake. Ex: Windows and Doors: Roofing; or Siding are examples of Specialty Licenses.

Restricted License: You are limited to construction projects on one and two family homes.

Unrestricted License: Allows you to perform construction projects on one and two family homes and buildings less than 35,000 cubic square feet.

How to Obtain a Massachusetts Supervisor License?

A contractor is required to take a timed multiple question open book exam and receive a passing score to obtain their Massachusetts License. When applying to take the exam, you must state the type of license that you are applying for.

The fee to take the exam is \$ 100. Once you pass the exam, the cost to obtain your license is \$150. (Licenses expire according to your birthdate. Your first license is in effect from the date of your application and expires on the date of your second birthday. Subsequent licenses are good for two years based on your birthdate.)

How Do I Qualify to Take the Construction Supervisor License Exam?

- Applicant must be 18 years of age.
- Applicant must have three years of full-time work experience in the construction field. The work experience does not have to be consecutive, but it does have to be full-time.

How Do I Keep My Construction Supervisor License?

- All applicants must renew their license prior to their expiration date to avoid an interruption in obtaining building permits.
- In order to renew a license, all contractors must take mandatory educational credits during their two-year license period. Credits are based on the type of license held. A Specialty License holder must take six continuing education credits (CEU), a Restricted License holder is required to take ten CEU's and a Unrestricted License holder is required to take 12 CEU's to renew their license.
- A license holder cannot renew their license if they are not registered as a Home Improvement Contractor (if required by law) or have a DBA certificate.
- Contractors with multiple complaints for building code infractions, or failure to register with the state if they are required by law, are subject to having their license revoked.

For more information on the Construction Supervisor's License, please go to their website at www.mass.gov.com.

Work Requiring a Home Improvement Contractor (HIC) Registration or Construction Supervisor License (CSL) for Existing Owner Occupied 1 – 4 Family Dwellings

Type of Work (Over \$500 each or \$5,000 yr total)	Do I Need to Be Registered or Licensed?	Need HIC Registration?	Need CSL ?	Do I Need a Building Permit?	Comments
Air Conditioning, central	See comments			Yes	By licensed trades only.
Awnings	No				Non-structural only.
Carpentry, structural	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Carpentry, trim	Yes	Y			
Decks	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Demolition	Yes	Y	Y	Yes	Demo CSL min. & HIC guaranty fund.
Door Replacement	Yes	Y		Maybe	BP req. if exit door/public safety concern.
Door Installation	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Driveways	No				
Energy Conservation Devices	No				Caulking, thermostats, light bulbs.
Fencing	No			Maybe	BP not req. if less than six feet high.
Flooring, finish, carpet, tile	No			Maybe	Fire requirements in 3 & 4 family.
Flooring, structural	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Gutters	Yes	Y			
Heating Systems, central	See comments			Yes	By licensed trades only.
Insulation	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Kitchen Cabinets/Shelving	Yes	Y	Y	Maybe	BP req. for cabinets/public safety concern.
Landscaping, routine	No				
Locks	Yes	Y			
Masonry Walls, not retaining	No				If no threat to public safety.
Masonry, related to building	Yes	Y	Y	Yes	Masonry CSL min. & HIC guaranty fund.
Masonry, landscaping	No				If no threat to public safety.
Painting, exterior	Yes	Y			
Painting, interior	No				
Patios	No				
Plastering	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Plumbing	See comments			Yes	By licensed trades only.
Roofing, minor repairs	Yes	Y		Maybe	Dependent on repair size.
Roofing, new or replacement	Yes	Y	Y	Yes	Roofing CSL & HIS guaranty fund.
Shed construction	Yes	Y			Floor area less than 120 square feet.
Sheetrock/wallboard	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Shutters	No				
Siding	Yes	Y	Y	Yes	Window/Siding CSL & HIC guaranty fund.
Solar Panels	Yes	Y		Yes	Licensed plumber & electrician required.
Solid Fuel Burning Appliance	Yes	Y	Y	Yes	Appliance CSL & HIC guaranty fund.
Stairs, exterior	Yes	Y	Y	Yes	Must pay HIC guaranty fund.
Swimming Pools, above ground	No			Yes	ANSI/NSPI-4 Design/Construction Req.
Swimming Pools, in ground	Yes	Y		Yes	ANSI/NSPI-5 Design/Construction Req.
Tile	No				
Walls, exterior retaining	Yes	Y			Less than 4 feet high.
Window Install/Replace	Yes	Y	Y	Yes	Window/Siding CSL & HIC guaranty fund.
Wiring	See comments			Yes	By licensed trades only.

*** This list is incomplete. It is provided by the BBRS for guidance only.